

BRYAN BUILDING SAFETY NOTES

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Winter Outdoor Safety

Dress for the Season

Winter has arrived and you should dress for the season.

- Wear loose, lightweight, warm clothing in several layers. Trapped air between the layers acts as an insulator. Layers can be removed to avoid perspiration and subsequent chill.
- Outer garments should be tightly woven, water repellent and hooded.
- Always wear a hat or cap on your head since half of your body heat could be lost through an uncovered head.
- Cover your mouth with a scarf to protect your lungs from extreme cold.
- Mittens, snug at the wrist, are better than gloves because fingers maintain more warmth when they touch each other.

Physical Exertion

Winter storm conditions and cold waves are the deadliest types of weather.

Cold temperatures put an extra strain on your heart. Heavy exertion, such as shoveling snow, clearing debris or pushing a car, increase the risk of a heart attack.

To avoid problems, remember these tips:

- Stay warm, dress warm and **SLOW DOWN** when working outdoors.
- Take frequent rests to avoid over exertion.
- If you feel chest pain -- **STOP** and seek help immediately.
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Safe Winter Walking

Walking to and from parking lots and between buildings during the winter requires special attention to avoid slipping and falling. We often forget how dangerous slipping and falling can be. The National Safety Council estimates that occupational falls cause more than 1500 deaths per year, along with approximately 300,000 injuries.

No matter how well the snow and ice is removed from streets and sidewalks, employees will encounter some slippery surfaces when walking outdoors in the winter. Each year numerous employees are injured from slips and falls. It is important to be continually aware of the dangers and to walk safely on ice and slippery surfaces.

1. Plan ahead; give yourself sufficient time and plan your route.
 2. Wear shoes or boots that provide traction on snow and ice: rubber and neoprene composite. Avoid plastic and leather soles.
 3. Use special care when entering and exiting vehicles; use the vehicle for support.
 4. Walk in designated walkways as much as possible. Taking shortcuts over snow piles and areas where snow and ice removal is not feasible can be hazardous. Look ahead when you walk; a sidewalk completely covered with ice may require travel along its grassy edge for traction.
- When given no choice but to walk on ice, consider the following:

- Take short steps or shuffle for stability.
- Bend slightly, walk flat-footed with your center of gravity directly over the feet as much as possible.

See **Safe Winter Walking** Page 4

Winter Safety Tips

Safety First for Kids

Hey, kids! Winter can be a fun-filled time when enjoying outdoor activities such as skiing, skating and sledding. However, before going out, follow these safety tips:

- The best way to stay safe in a snowstorm is to stay inside. Long periods of exposure to severe cold increase the risk of frostbite or hypothermia.
- If you go out to play after the storm, dress in many layers of clothing and wear a hat and mittens. Many layers of thin clothing are warmer than a single layer of thick clothing. One of the best ways to stay warm is to wear a hat; most body heat is lost through the top of the head.
- Come inside often for warm-up breaks.
- If you start to shiver a lot or get very tired, or if your nose, fingers, toes or earlobes start to feel numb or turn very pale, come inside right away and tell an adult. These are signs of hypothermia and frostbite. If you experience these symptoms, you will need immediate attention to prevent further risk.

Remember these tips when you go out to play.

Neighbors Helping Neighbors

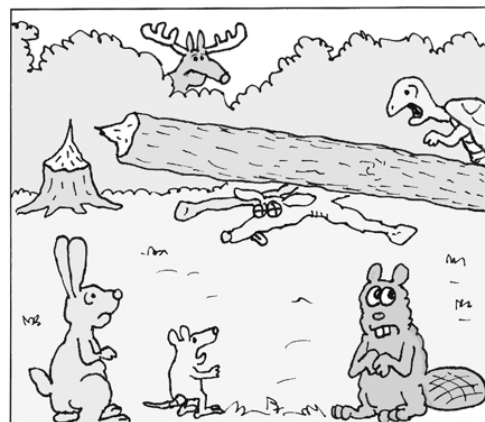
If someone you know is elderly or dependent on life-sustaining or health-related equipment such as a ventilator, respirator or oxygen concentrator, you should make plans now to ensure their needs are met during severe winter weather and possible power outages.

- Help them stock a home disaster kit including a flashlight and extra batteries, a battery-operated radio, bottled water, non-perishable foods, essential medicines, and extra blankets or sleeping bags.
- Check on them after a storm or power outage. Register them as a special needs customer with their utility so they will become a priority customer. Notify others who could provide help such as neighbors, relatives, nearby friends and local emergency responders such as the fire department.
- Have a list of emergency numbers readily available.
- Have a standby generator or an alternative source of power available. Be aware of the safety rules for its use.

Protecting Pets

Winter is a time we should pay close attention to the safety of our pets. Here are some safety tips to follow:

- Ingesting anti-freeze can be fatal for your dog or cat. It has a sweet taste and even a tiny amount can cause severe kidney damage and even death. If you spill some, soak it up immediately. (Clay kitty litter works well. Discard the litter once the anti-freeze has been absorbed.)
- Pets that live outdoors should be fed a bit more in the winter because they need the extra calories to stay warm. They also should have fresh water put out a couple of times a day, or consider a special bowl that prevents the water from freezing.
- If your pet goes outdoors, be aware of the temperature. Pets can get frostbite very easily on the ears, tail and paws.
- When walking your dog, check the paws to make sure that ice is not building up between the toes and that salt from the roads is not irritating the skin.
- If your dog is a swimmer, keep it on a leash around open water or unstable ice. Hypothermia can set in quickly and the dog may be unable to get out of the water.
- Before you start your car, you should honk the horn to make sure that a cat has not decided to nap in a warm spot under the hood of the vehicle.
- If decorating for the holidays, keep ornaments out of the reach of your pets. Remember that poinsettias, holly, mistletoe and other plants can be toxic if ingested.



"Oh my gosh! Does anyone know what happened?"

Surviving Holiday Stress!

The holiday season is here! The time for fun, family, festivities and stress. STRESS? But the holidays are intended to be a happy time of year. How could anyone feel stressed? The anticipation of the holiday season begins with Christmas decorations going up around Halloween. It's no wonder people who expect to have the perfect holiday are set up for being stressed out during the holidays.

There comes a point during every holiday season that you can't bear to stand in another endless line at the mall or if you hear one more Christmas song you may feel like decking someone's turtle dove or the perennial red nosed reindeer himself.

By using some of the following strategies, you can reduce your holiday stress and deal more effectively with shopping, family visits, and those sleepless nights putting together toys for the tots.

Recognize the Signs of Stress: Usually when we think of stress symptoms, we think of high blood pressure, elevated heart rate, overeating, and sweating too much. Signs can also include irritability, insomnia, anxiety, headaches, indigestion, and muscle tension.

Hit the Gym: I know...you've seen this recommendation a million times about beating holiday weight gain. But this is about you and your sanity remaining on speaking terms. The gym is a great escape. You can workout, or you can also sit in the hot tub and sweat out your stress in the steam room.

Enlist the Help of Others: Trying to single-handedly take care of the shopping, wrapping, cooking is a sure recipe for disaster. Bottom line? Insist that family members pitch in and help out.

Food: Holidays have a tendency of turning most of us into binge eaters. Running all over town shopping, skipping lunch, overdosing on the cookies, fudge and chocolate that a colleague has brought in to work. Caloric chaos is what ensues. One of the best ways to prevent adding any more pounds than necessary during the holidays is to enlist the support of a designated nagger. Someone who will *gently* remind you when you are overdoing it. Don't hover around the buffet table. Take reasonable portions and move away.

Run or Walk: Cardiovascular exercise may not be on the top of your to do list during the holiday season but, as soon as your family hits town, you'll have a new found appreciation for this exercise. Cardio has been proven to increase those feel-good hormones which helps reduce stress. Plus you'll help reduce the onset of holiday weight gain. It also gets you out of the house when you need a break from the family.

Just Say NO! : There is no better gift you can give yourself than saying no. If you don't make your first priority taking care of yourself – nothing will get done. Make priorities based on which functions you must attend, which tasks you can entrust to a spouse or kids, and say no to everything else that has less or no importance to you.

Meditate with Yoga: Everyone knows that yoga is fantastic for flexibility, but it's also great for preparing your mind, body and soul for the annual visit with the in-laws. Yoga (or any meditation/relaxation technique) has been proven to relax and reduce stress levels. So when your mother in law claims "I spent hours preparing this pie, but I'm sure yours is much better " instead of boiling blood pressure you can shock them all when you smile vacantly while performing the *Downward Facing Dog Pose*.

Reward Yourself: When the holidays are over its time to reward yourself. A massage or a facial are excellent measures to take to reward yourself for a job well done.

The holiday season adds a variety of stresses to our lives. Time, money, energy and expectations are problem areas this time of year. It's easy to become stressed if your family isn't like the one on Hallmark cards. Try to remember that 20 years from now no one will remember if the tree lights didn't blink or the turkey was dry. If you keep in mind that the holidays are a time for fun and relaxation with family and friends your stress levels will be held in check this holiday season.

Reprinted from Risk Management Website

Winter Sports Safety

Nevada offers an abundance of sports activities during the winter season. From skiing and snowboarding to ice climbing, hiking and other outdoor pursuits, parents and children should follow the safety rules of the sport.

- Most importantly, use the proper equipment and check to make sure everything is in proper working condition. A well-fitting ANSI/SNELL certified helmet will assure a safer, more enjoyable wintertime experience whether you are skiing, sledding, snowboarding or skating.
- Dress in multiple, lightweight layers to stay warm and dry while enjoying the outdoors. Check the weather forecast but be prepared for anything.
- If you are heading into the backcountry, never travel alone. Let someone know your route and estimated time of return.
- Skiers and snowboarders should go on runs that are appropriate for their ability. Stay in control at all times and be able to stop or avoid other people or objects. Obey all posted signs and warnings.
- No matter what sport you participate in, always focus 100 percent of your attention on the activity and the terrain you are on. Moreover, rest when you are tired.



Safe Sledding

Winter is a fun time for children, but it also may be dangerous. Parents should be aware of some simple safety tips for their children when they go sledding or tobogganing:

- Children should never use streets or roads for sledding unless they are blocked off from traffic.
- Children should sled only during daytime hours.
- Do not sled on icy hills. Sledding hills should be only snow covered.
- Avoid sledding over snow bumps or anything that may cause the sled to become airborne.
- Never sled alone. An adult should always accompany small children.
- Children should stay out of the paths of other sledders.
- In addition, if the slopes become busy, they should move off them quickly.

Parents, if you are sledding with your children, follow these rules yourselves.

Safe Skating



Winter is a fun time for children, but it also may be dangerous. Parents should be aware of some simple safety tips for their children when they go ice-skating:

- If possible, skate at areas that have been approved and posted for ice-skating.
- Never skate alone. Always have at least two people present.
- Children should never be allowed to skate on a pond unsupervised.
- Remember ice thickness is never consistent on lakes and ponds. Water currents, particularly around narrow spots, bridges, inlets and outlets are always suspect for thin ice.
- Stay away from cracks, seams, pressure ridges, slushy areas and darker areas that signify thinner ice.
- Never skate after dark.

Hypothermia

Prolonged exposure to cold temperatures can cause hypothermia, especially in children and the elderly.

Watch for these symptoms:

- Inability to concentrate
- Poor coordination
- Slurred speech
- Drowsiness
- Exhaustion
- Uncontrollable shivering, followed by a sudden lack of shivering

If the person's body temperature drops below 95 degrees Fahrenheit, get emergency medical assistance immediately! Remove wet clothing, wrap the victim in warm blankets and give warm, non-alcoholic, non-caffeinated liquids until help arrives.

Frostbite

People working or playing outdoors during the winter can develop frostbite and not even know it. There is no pain associated with the early stages of frostbite, so learn to watch for these danger signs:

- First, the skin may feel numb and become flushed. Then it turns white or grayish-yellow. Frostbitten skin feels cold to the touch.
- If frostbite is suspected, move the victim to a warm area. Cover the affected area with something warm and dry. Never rub it!
- Then get to a doctor or hospital as quickly as possible.



- Be prepared to fall.
- If you fall, fall with sequential contacts at your thigh, hip, and shoulder to avoid using your arms to protect against breakage.
- Bend your back and head forward so you won't slam your head on the pavement as your feet shoot out from under you.
- Finally, when entering buildings, remove snow and water from footwear to prevent creating wet slippery conditions indoors.

Winter Walking

One category of accident on campus that frequently results in lost time and affects a considerable number of employees is slips, trips and falls. This subject is particularly important during the winter months when many exterior walking surfaces are wet and/or slippery.

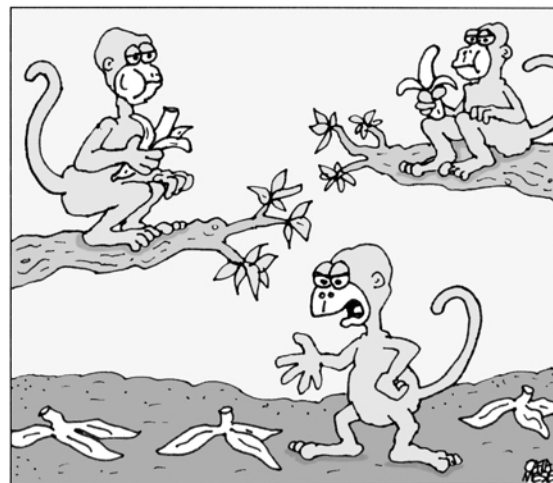
A few simple precautions can help reduce your chances of being injured from a slip and fall.

- Use floor mats to remove moisture from the soles of your shoes upon enter a building.
- Don't allow rain that has collected on your umbrella to be deposited on indoor walking surfaces.
- Avoid inclines and slippery walking surfaces if possible.
- Be aware of your footing and any potential slip, trip or fall hazard that may be present.
- Select appropriate footwear. Remember that no shoe sole material is perfect under all conditions. Shoes soles made of hard plastic or leather and high-heeled shoes are less than ideal, especially during wet weather.
- Report slip, trip and fall hazards.
- Use a handrail where available.

Dos and Don'ts of Christmas Trees & Decorations

Per Risk Management:

- **You cannot daisy chain extension cords together to make a longer cord.**
- **Extension cords are only for temporary use. They must be taken out of service and cannot be used for permanent wiring.**
- **All extension cords must be UL tested and in good repair i.e. no frayed cords, or pulled strain relief's at the plugs.**
- **Make sure electrical outlets have appropriate covers and are not damaged.**
- **No candles allowed in State buildings.**
- **Check your live tree daily for water.**
- **Check the artificial trees daily to make sure lights are not getting too hot.**
- **Turn off lights on trees nightly, no exceptions.**



"For crying out loud... is *anyone* else worried about the tripping hazards here?"